

MUHAMMAD BASHARAT QAYYUM NIAZI

HUMAN RESOURCE SPECIALIST

CONTACT

| | |
|----------|--------------------------------|
| MOBILE: | +92-336-5729980 |
| EMAIL: | qayyumniazi.basharat@gmail.com |
| ADDRESS: | F-15/1, Islamabad, Pakistan |
| DOB: | 11-Sep-1999 |

PROFILE

Human Resources Professional with experience in fostering a positive workplace culture and ensuring the efficient functioning of HR processes. Strong communication and interpersonal skills with a focus on building relationships across all levels of the organization. Committed to creating an inclusive and collaborative work environment that promotes employee engagement and organizational success. Looking to bring my skills and passion for HR to a dynamic team

WORK EXPERIENCE

TRAINEE HR Aug 2023 - ongoing
Devomech Solutions Pvt. Ltd Islamabad

Duties included

- **Setting Up Interviews for Prospective New Staff:**
 - Assisting in developing a structured interview process with predetermined questions.
 - Coordinating with hiring managers and candidates to schedule interviews.
 - Ensuring that all necessary information is communicated to both parties, including interview details and expectations.
- **Maintaining Personnel Files for All Staff:**
 - Creating organized and secure physical or digital files for each employee.
 - Including relevant documents such as resumes, offer letters, contracts, and performance evaluations.
 - Regularly updating files to reflect changes in employment status or personal information.
- **Recording Employee Data on Excel Sheets:**
 - Creating a comprehensive Excel spreadsheet to track employee information.
 - Including columns for basic details (name, position, start date), contact information, and other relevant data.
 - Regularly updating the spreadsheet to reflect changes and additions to the workforce.
- **Generating Monthly Attendance and Employee Reports:**
 - Using attendance data to generate monthly reports, highlighting trends and addressing any concerns.
 - Creating additional reports as needed, such as performance summaries or training records.
- **Use Technology:**
 - Exploring HR software that can automate some of these tasks, making processes more efficient.
 - Using project management tools for scheduling interviews and tracking progress.
 - Using time tracking software for monitoring employees' attendance.

WORK EXPERIENCE

HR INTERN Aug 2021 - Oct 2021

Firefly Marketing Pvt. Ltd Islamabad

Duties included

- **Developed Promotional Material for Company's Diverse Portfolio:**

- Identified key features and benefits of the products or services within the company's portfolio.
- Tailored promotional material to target specific audiences.
- Utilized a variety of mediums, such as digital platforms, print, or presentations, depending on the nature of the promotion.
- Ensured consistency in branding across all promotional materials.

- **Undertook Administrative Tasks in HR Department:**

- HR administrative tasks included managing employee records, handling documentation for onboarding and off boarding, coordinating interviews, and assisting with employee benefits administration.
- Utilized organizational tools and systems to streamline administrative processes.
- Maintained confidentiality and ensured compliance with relevant company policies in all HR-related tasks.

EDUCATION

**BACHELOR OF BUSINESS
ADMINISTRATION**

2019-2023

Bahria University Islamabad

A-LEVELS

2016-2020

Bahria College Islamabad

SKILLS

- Task Oriented
- Teamwork
- Resilience
- Team Player
- Punctuality
- Confidentiality
- Communication
- Friendly
- Organized
- Critical thinking
- Meeting deadlines
- Record Management